2.3 BASIC USER INTERFACE NAVIGATION

The user interface for the OSW system is divided into three parts:

1. The top section of each screen contains the agency banner (linked to the main INDOR home page), plus links to the MCSD home page, a Logout link, and a Contact Us link (to send an e-mail to the OSW supervisor).

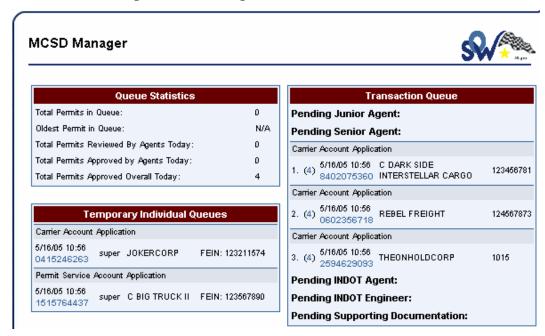


2. The left column along each screen contains menu items that are customized to match the security privileges of each user. Clicking on any of these menu item starts the execution of system functionality.



3. The right section of each screen is the content area. The home page level shows the results of common queries that the user will often wish to make. As with the menu, these queries are customized for each category of user

based on security privileges. When a user invokes a menu item, the right section contains the work in progress for the system functionality requested, such as entering data or viewing search results.



Each content screen that is not at the home page level contains "Previous" and "Cancel" buttons. DO NOT USE YOUR BROWSER'S **PREVIOUS** OR **NEXT** BUTTONS IN THE MENU BAR to navigate between screens. Using these buttons will cause the system to lose important session information used to maintain system performance. When appropriate, the system provides navigation buttons in the content area; use the "Previous" button to move backward, and the appropriate button (marked according to the situation, often "Next" but sometimes "Agree" or "Submit" or "Confirm") to move forward. Use links as provided for shortcuts to or entry points into system functionality.